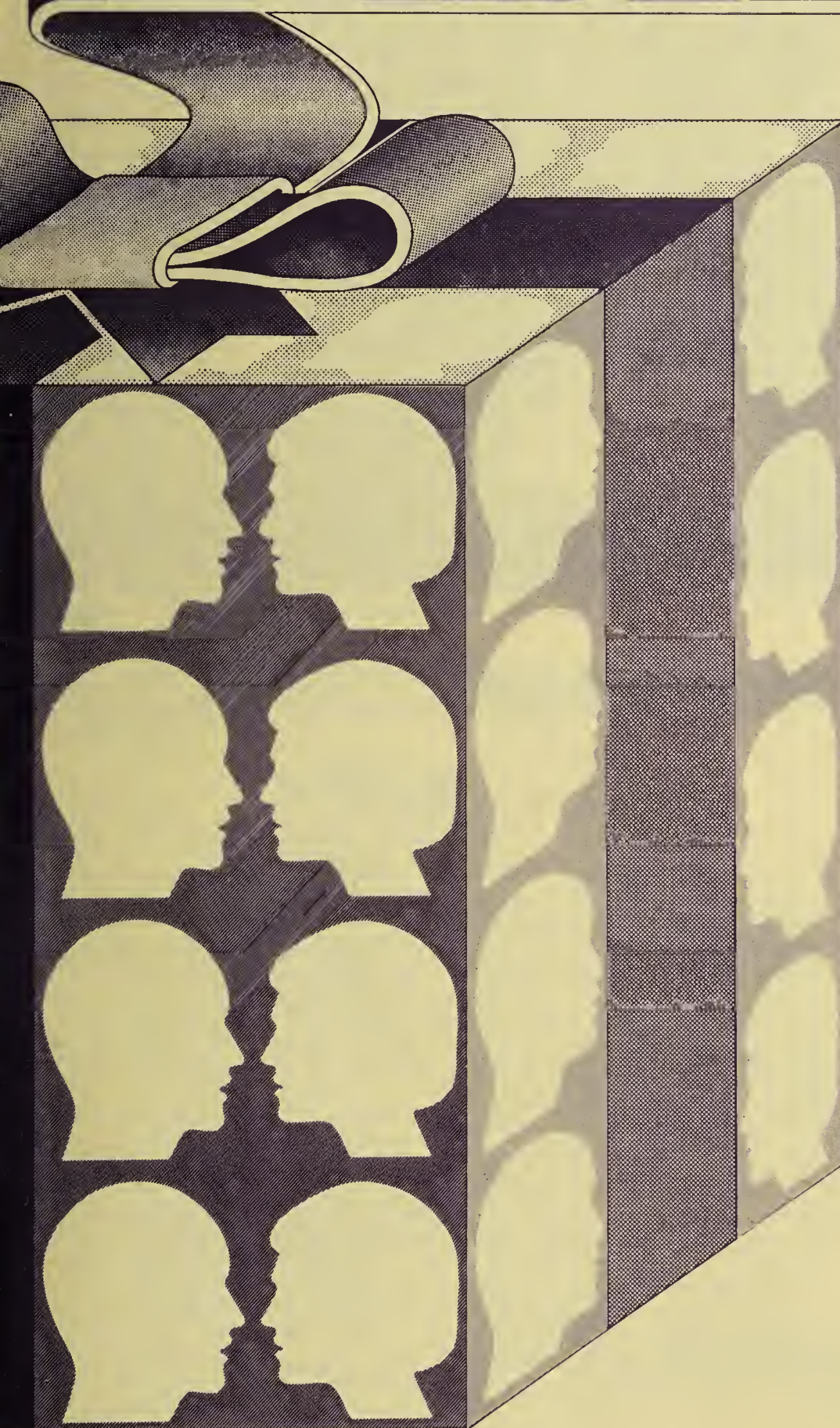


Rapping Paper

Winter 1986



Words of Praise

by Marilyn Hodgkinson

A recent letter from Stephen Toussaint, Chief Technician of the Department of Anatomy, commended Bruce Matchim of the Materials Distribution Centre (MDC) for his initiative and enthusiasm in resolving a supply problem. Steve writes, in part:

"In desperate pursuit of a new supplier for one of our chemicals, I dropped in at MDC's office to discuss the problem. In typical fashion I was told "Leave it with me and I'll get back to you". In prompt order, I was called and presented with a few alternatives... With many days of expediting, not only did he find a new supplier, but voluntarily sought, on my behalf, a different purchase package which saves the Department hundreds of dollars yearly. In addition to this show of enthusiasm, he took the time to go through some catalogues with me, looking at alternatives and money saving possibilities with other chemicals which we use regularly.

I would not want this kind of service and performance to go unnoticed."

I'm sure many readers of RAPPING PAPER could utilize this kind of service when making decisions about their supply needs.

To reach the MDC Buying Staff please call:

Bruce Matchim — 978-8941

Sheik Alli — 978-7401

Janet Blakely — 978-2598

Editor's note: A special thanks to Steve Toussaint for taking the time to write.

MDC Requisition for Goods from Stock

1

UNIVERSITY OF TORONTO
MATERIALS DISTRIBUTION CENTRE
REQUISITION/RETURN NOTE

A-86495

LOCATION: MSB ☒ 10 BEST ☐ 12
TRANSACTION TYPE: ISSUE ☐ RETURN ☐ ORDER ☒ 22886
INTERNAL CODE: 212-10/10
ACCOUNT HOLDER: Jank Acctg
DEPARTMENT: Central Svc
AUTHORIZED SIGNATURE: [Signature]
DELIVERY INSTRUCTIONS: [Blank]
ROOM: [Blank] BUILDING: [Blank] TELEPHONE: [Blank]

QUANTITY ORDERED	DESCRIPTION AND/OR CATALOGUE NUMBER	SUR CHARGE	STOCK NUMBER	UNITS OF ISSUE	QUANTITY ISSUED	DATE
100	1/2 Brown Envelopes 13x10		70949	ea	100	
5	1/2 Binding machine paper		72928	roll	5	

RECEIVED BY: [Signature] DATE: [Blank] PROCESSED BY: [Signature] DATE: 22-886 M.D.C.

MDC Requisition for Non Stock Goods

2

UNIVERSITY OF TORONTO
MATERIALS DISTRIBUTION CENTRE
REQUISITION/RETURN NOTE

A-86489

LOCATION: MSB ☒ 10 BEST ☐ 12
TRANSACTION TYPE: ISSUE ☐ RETURN ☐ ORDER ☒ 22886
INTERNAL CODE: 212-10/10
ACCOUNT HOLDER: Jank Acctg
DEPARTMENT: Central Svc
AUTHORIZED SIGNATURE: [Signature]
DELIVERY INSTRUCTIONS: [Blank]
ROOM: 5 BUILDING: McMurich TELEPHONE: 2399

QUANTITY ORDERED	DESCRIPTION AND/OR CATALOGUE NUMBER	SUR CHARGE	STOCK NUMBER	UNITS OF ISSUE	QUANTITY ISSUED	DATE
1	DESK LAMP				27.92	
					1.95	
					29.87	

RECEIVED BY: [Signature] DATE: 25-7-86 PROCESSED BY: [Signature] DATE: 28/07/86 ACCOUNTING

Requisition for the Duplicating Centre

3

DUPLICATING CENTRE
FACULTY OF MEDICINE
Room 16, McMurich Building
Telephone 978-4270

Job Number: 06945

Date Received: (11) Aug. 5 Date Required: Aug. 7

Job Description: Application Form
Department: Central Services
Delivery Address: Rm 5, McMurich
Tel: 6458
Number of Originals: 1 Number of Copies: 50

PRINT (11)	SIZE (14)	TYPE (15)	COLOUR (16)	OTHERS
One Side <input checked="" type="checkbox"/>	8 1/2 x 11 <input checked="" type="checkbox"/>	Regular Stock <input checked="" type="checkbox"/>	White or <input type="checkbox"/>	3 Hole Punch <input type="checkbox"/>
Two Sides <input type="checkbox"/>	8 1/2 x 14 <input type="checkbox"/>	Other <input type="checkbox"/>	Colour <input checked="" type="checkbox"/>	Collate <input type="checkbox"/>
		Card Stock <input type="checkbox"/>	Other Charge <input type="checkbox"/>	Corner Staple <input type="checkbox"/>
		MOD-6 <input type="checkbox"/>		Stacks <input type="checkbox"/>

Rush Job ☐ Cash (18.17) \$
Discount 5% ☐ Makeready (18.71) \$
Discount 8% ☐ Other Charge (18.15) \$
Total (18.00) \$

SPECIAL INSTRUCTION FOR PRINTING

Ordered By: [Signature]
Vice-President (Research and Planning) and Registrar
University of Toronto

Temporary Personnel Services (TPS) Timesheet

4

TEMPORARY PERSONNEL SERVICES
ROOM 3247, MEDICAL SCIENCES BUILDING
UNIVERSITY OF TORONTO
TORONTO, ONTARIO M5S 1A8
(416) 978-5123

TPS NUMBER: 13223

EMPLOYEE NAME: SANDRA RAMOUTAR
CLIENT NAME: INTERNAL ACCOUNTING
JOB LOCATION: ROOM 5, MCMURRICH BLDG.
INTERNAL CODE/APPROPRIATION: 22-010

DATE	TIME IN	TIME OUT	LUNCH	TOTAL WORK HOURS
MON August 18	9:00	1:00	no	4
TUE August 19	9:00	1:00	no	4
WED August 20	9:00	1:00	no	4
THU August 21	9:00	1:00	no	4
FRI				
SAT				
SUN				
TOTAL HOURS FOR WEEK				16

I hereby certify that the days and hours shown on this form were worked by me and approved by an authorized client representative. I understand that I am to contact the Temporary Personnel Services after completing this assignment, and if I do not, Temporary Personnel Services may assume that I am not available for work.

EMPLOYEE SIGNATURE: [Signature]
CLIENT SIGNATURE: [Blank]

*NOTE: The minimum charge is 4 hours per day

TPS' COPY



Internal Accounting Staff: Seated, Joyce Hargreaves. Standing L to R, Balani Rao, Karen Sze, Yonne Lam, Helen Lea, Lucia Vialva, Tim Chiu.

Internal Accounting Objectives

by Tim Chiu

Internal Accounting is the group located in Room 5 of the McMurrich Building who prepare the statements, invoices and debit memos for clients using any division of Central Services. Our objective for 1987 is to utilize the latest technology available through Management Systems and to provide our clients with:

- timely, accurate and complete account information;
- daily account balances on request;
- prices at point of sale for Materials Distribution Centres.

We believe these changes will facilitate monitoring of expenditures and will take some of the sting out of the successive budget cuts we all endure. We're not physicians but we try to search out the best medicine for your accounting aches and pains!

Tim Chiu is Manager of Internal Accounting and may be reached at 978-6458

Don't Get Caught

by Brenda Bradshaw

Just before Christmas a good friend in the Medical Sciences Building had her wallet stolen. Naturally, the heartbreak of losing all one's identification is quite stressful.

A word to the wise: photocopy all your ID (front & back) and keep the copies at home. With so many pieces of ID to carry around these days you won't have to worry if you've notified everyone and you'll have all the serial numbers and card numbers needed to notify the various agencies.

And don't get caught with a photocopy machine that doesn't meet your needs. Call me, Brenda Bradshaw, at 978-5104 for information on our Photocopy Management Service. Get all the answers before you sign on the dotted line and you won't get caught!

Service is Not a Thing of the Past

by Sari Farovitch

What happens when the report you had printed is missing a page or your bill is wrong? Who do you call? In most organizations you don't start with the salesperson because everyone knows "salespeople are never around after the sale".

We work hard at Office Services to disprove that comment. Our reputation is built on quality work, on-time delivery dates, and friendly, courteous service before and, most importantly, AFTER the sale.

As your Client Service Representative, I will be out on campus, in teaching hospitals, and visiting non-profit organizations on a daily basis. My goal is to ensure that our services (Word Processing, Photocopy, Temporary Personnel, Specialized Mail, Duplicating) are understood so that they can be used to your full advantage. Feedback from you, is actively encouraged so that we can improve to better meet your needs. I will try to see as many of you as possible, but in the meantime, please feel free to phone me at 978-8156 if you have any questions or would like to arrange an appointment.



HOW TO GET TO THE BOTTOM LINE

by Tim Chiu & Lucia Vialva

Here is a diagram that shows you how to trace your source documents from Central Services (MDC requisitions, The Duplicating Centre requisitions, TPS time sheets) through to the MSB Statement & Summary and finally onto the Comptroller's Statement.

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MSB Summary

[illegible]

Comptroller's Statement of Accounts

REPORT 1
UNIFORM OF JUDICIAL
OFFICIALS OF THE COURTS
10000000000000000000

STATEMENT OF ACCOUNTS

APPROPRIATION ACCOUNT

STATEMENT OF ACCOUNTS
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GENERAL SERVICES
S. S. MONTH
ACCOUNT NO.

MONTH END 30 00 00
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Editor's note:
You might wish to post or save this page to use when explaining the accounting system to new staff.



Internal Accounting Staff: Seated, Joyce Hargreaves. Standing L to R, Balani Rao, Karen Sze, Yonne Lam, Helen Lea, Lucia Vialva, Tim Chiu.

Internal Accounting Objectives

by Tim Chiu

Internal Accounting is the group located in Room 5 of the McMurrich Building who prepare the statements, invoices and debit memos for clients using any division of Central Services. Our objective for 1987 is to utilize the latest technology available through Management Systems and to provide our clients with:

- timely, accurate and complete account information;
- daily account balances on request;
- prices at point of sale for Materials Distribution Centres.

We believe these changes will facilitate monitoring of expenditures and will take some of the sting out of the successive budget cuts we all endure. We're not physicians but we try to search out the best medicine for your accounting aches and pains!

Tim Chiu is Manager of Internal Accounting and may be reached at 978-6458

Don't Get Caught

by Brenda Bradshaw

Just before Christmas a good friend in the Medical Sciences Building had her wallet stolen. Naturally, the heartbreak of losing all one's identification is quite stressful.

A word to the wise: photocopy all your ID (front & back) and keep the copies at home. With so many pieces of ID to carry around these days you won't have to worry if you've notified everyone and you'll have all the serial numbers and card numbers needed to notify the various agencies.

And don't get caught with a photocopy machine that doesn't meet your needs. Call me, Brenda Bradshaw, at 978-5104 for information on our Photocopy Management Service. Get all the answers before you sign on the dotted line and you won't get caught!

Service is Not a Thing of the Past

by Sari Farovitch

What happens when the report you had printed is missing a page or your bill is wrong? Who do you call? In most organizations you don't start with the salesperson because everyone knows "salespeople are never around after the sale".

We work hard at Office Services to disprove that comment. Our reputation is built on quality work, on-time delivery dates, and friendly, courteous service before and, most importantly, AFTER the sale.

As your Client Service Representative, I will be out on campus, in teaching hospitals, and visiting non-profit organizations on a daily basis. My goal is to ensure that our services (Word Processing, Photocopy, Temporary Personnel, Specialized Mail, Duplicating) are understood so that they can be used to your full advantage. Feedback from you, is actively encouraged so that we can improve to better meet your needs. I will try to see as many of you as possible, but in the meantime, please feel free to phone me at 978-8156 if you have any questions or would like to arrange an appointment.

